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**BYLAWS OF THE
Commission for Women**

ARTICLE 1. NAME.

The name of the ~~board~~commission is Commission for Women.

ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the ~~board~~commission is to serve as an advisory body ~~to the city council and the city manager that advocates for and inspires the city council and city manager to prioritize women's quality of life, so that Austin becomes the most equitable city in the nation for women and girls, concerning the needs and problems of women in the Austin area and shall recommend programs designed to alleviate any inequities that may confront women in social, economic, and vocational pursuits.~~ The commission shall develop goals and coordinate research for planning, programming, and action relating to opportunities, needs, problems, and contributions of women in the city.

ARTICLE 3. MEMBERSHIP.

- (A) The ~~board~~commission is composed of eleven members appointed by the city council.
- (B) A member serves at the pleasure of the city council.
- (C) ~~Board~~Commission members serve for a term of four years beginning March 1st on the year of appointment.
- (D) An individual ~~board~~commission member may not act in an official capacity except through the action of the ~~board~~commission.
- (E) A ~~board~~commission member who is absent for three consecutive regular meetings or one-third of all regular ~~meetings~~ in a "rolling" twelve ~~month~~ timeframe automatically vacates the member's position subject to the holdover provisions in Section 2-1-27 of the City Code. ~~This does not apply to an absence due to illness or injury of the board commission member, an illness or injury of a board commission member's immediate family member, active military service, or the birth or adoption of the board commission member's child for 90 days after the event. The board commission member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the board commission. Failure to notify the liaison before the next regular meeting of the board commission will result in an unexcused absence.~~
- (F) At each meeting, each ~~board~~commission member shall sign an attendance sheet ~~which and shall indicates~~ that the member does not have a conflict of interest with any item on that agenda, or ~~identifies~~ each agenda item on which the member has a conflict of interest. ~~Failure to sign the sheet will results~~ in the member being counted as absent and his/her votes ~~are will~~ not be counted.

1 (G) A member who seeks to resign from the boardcommission shall submit a written resignation to the
2 chair of the boardcommission, the staff liaison, or the Office of the City Clerkcity clerk's office. -If
3 possible, the resignation should allow for a 30-thirty-day notice so the city council can appoint a
4 replacement.
5

6 7 8 9 **ARTICLE 4. OFFICERS.**

10
11 (A) The officers of the boardcommission shall consist of a chair and a vice-chair.
12

13 (B) Officers shall be elected annually by a majority vote of the boardcommission at the first regular
14 meeting after April 1st. -In the event a current officer becomes ineligible to serve as an officer, the
15 boardcommission may hold an emergency election as needed.
16

17 (C) The term of office shall be one year, beginning May 1st and ending April 30st. -An officer may
18 continue to serve until a successor is elected. -A person may not serve as an officer in a designated
19 position of a boardcommission for more than four consecutive one-year terms. A person who has
20 served as an officer in a designated position of a boardcommission for four consecutive terms is not
21 eligible for re-election to that designated office until the expiration of two years after the last date of
22 the person's service in that office. -The boardcommission may override the term limit provision for
23 an officer by an affirmative vote of two-thirds of the authorized boardcommission members.
24

25 (D) A member may not hold more than one office at a time.
26

27 28 **ARTICLE 5. DUTIES OF OFFICERS.**

29
30 (A) The chair shall preside at boardcommission meetings, appoint all committees, represent the
31 boardcommission at ceremonial functions, and approve each final meeting agenda.
32

33 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
34

35 **ARTICLE 6. AGENDAS.**

36
37 (A) Two or more boardcommission members may place an item on the agenda by oral or written
38 request to the staff liaison at least five days before the meeting. -After first consulting with and
39 receiving input from the staff liaison, the chair shall approve each final meeting agenda.
40

41 (B) The boardcommission liaison shall submit the meeting agenda through the online agenda posting
42 system for each meeting not less than 72 hours before the meeting.
43

44 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open
45 Meetings Act).
46

47 48 **ARTICLE 7. MEETINGS.**

- 1
2 (A) The boardcommission meetings shall comply with Texas Government Code Chapter 551 (Texas
3 Open Meetings Act).
4
- 5 (B) BoardCommission meetings shall be governed by Robert's Rules of Order.
6
- 7 (C) The boardcommission may not conduct a closed meeting without the approval of the city attorney.
8
9
- 10
11 (D) The boardcommission shall meet monthly or when the boardcommission is legally required to meet
12 in order to comply with a legal deadline.)_ In November of each year, the boardcommission shall
13 adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the
14 holidays and cancelled meetings.
15
- 16 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three
17 or more members. The call shall state the purpose of the meeting._ A boardcommission may not
18 call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting
19 schedule, more often than once a quarter, unless the meeting is required to comply with a statutory
20 deadline or a deadline established by Council.
21
- 22 (F) Six members constitute a quorum.
23
- 24 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,
25 then the meeting may not be held.
26
- 27 (H) To be effective, a boardcommission action must be adopted by an affirmative vote of the number of
28 members necessary to provide a quorum.
29
- 30 If only a quorum is present at a meeting, a boardcommission action is adopted by an affirmative
31 vote of two-thirds of the quorum (13 member boardcommission = 5 votes; 15 member
32 boardcommission = 6 votes). If more than a quorum is present at a meeting, a boardcommission
33 action must be adopted by an affirmative vote of the number of members necessary to provide a
34 quorum (13 member boardcommission = 7 votes; 15 member boardcommission = 8 votes).
35
- 36 (I) The chair has the same voting privilege as any other member.
37
- 38 (J) The boardcommission shall allow citizens to address the boardcommission on agenda items and
39 during a period of time set aside for citizen communications. The chair may limit a speaker to three
40 minutes.
41
- 42 (K) The staff liaison shall prepare the boardcommission minutes._ The minutes of each
43 boardcommission meeting must include the vote of each member on each item before the
44 boardcommission and indicate whether a member is absent or failed to vote on an item.
45
- 46 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws._ The
47 Office of the City Clerk shall retain all other boardcommission documents._ The documents are
48 public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).

- 1
2 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board commission votes to
3 continue the meeting.
4
5 (N) Each person and board commission member attending a board commission meeting should observe
6 decorum pursuant to Section 2-1-48 of the City Code.
7
8 (O) A member of the public may not address a board commission at a meeting on an item posted as a
9 briefing.

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16 **ARTICLE 8. COMMITTEES/WORKING GROUPS.**

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18 **COMMITTEES**

19
20 ~~The Commission for Women shall have the following committees:~~

21 ~~(A) The Commission for Women will have no committees.~~

22
23 ~~(B) Each committee must be established by an affirmative vote of the commission. A committee cannot~~
24 ~~meet until its creation is approved by the Council Audit and Finance Committee. Each committee~~
25 ~~shall consist of at least three commission members appointed by the chair. A staff member shall be~~
26 ~~assigned to each committee by the director of the Human Resources Department.~~

27
28 ~~(C) The commission chair shall appoint a commission member as the committee chair, with the~~
29 ~~member's consent.~~

30
31 ~~(D) A majority of the total number of appointed committee members constitutes a quorum.~~

32
33 ~~(E) Each committee shall meet on a regularly scheduled basis at least quarterly.~~

34
35 ~~(F) Each committee shall make an annual report to the commission at the January commission meeting.~~

36
37 ~~(G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551~~
38 ~~(Texas Open Meetings Act).~~

39
40 ~~(H) At each committee meeting, a committee member shall sign in on a sheet provided and shall~~
41 ~~indicate that the member has no conflict of interest with any item on the committee meeting agenda~~
42 ~~or identify each agenda item on which the member has a conflict of interest.~~

43 ~~(G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551~~
44 ~~—(Texas Open Meetings Act).~~

45 ~~(A) —~~
46

1 ~~(A) — Each committee must be established by an affirmative vote of the board. A committee cannot~~
2 ~~meet until its creation is approved by the Council Audit and Finance Committee. Each committee shall~~
3 ~~consist of at least three board members appointed by the chair. A staff member shall be assigned to each~~
4 ~~committee by the director of the Human Resources Department.~~

5
6 ~~(C) The board chair shall appoint a board member as the committee chair, with the member's consent.~~

7
8 ~~(D) A majority of the total number of appointed committee members constitutes a quorum.~~

9
10 ~~(E) Each committee shall meet on a regularly scheduled basis at least quarterly.~~

11
12 ~~(F) Each committee shall make an annual report to the board at the January board meeting.~~

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15 ~~(H) At each committee meeting, a committee member shall sign in on a sheet provided and shall~~
16 ~~indicate that the member has no conflict of interest with any item on the committee meeting agenda, or~~
17 ~~identify each agenda item on which the member has a conflict of interest.~~

18 19 **WORKING GROUPS**

20
21 (A) The ~~board~~commission can determine the size of a working group but the number of
22 ~~board~~commission members serving on the working group must be less than a quorum of the
23 ~~board~~commission.

24
25 (B) A working group may designate a chair, with the member's consent, but is not required to do so.

26
27 (C) Quorum requirements do not apply to working groups.

28
29 (D) Staff support will not be provided for working groups.

30
31 ~~(E)~~ Working groups are not required to post their meetings in accordance with the Texas Government
32 Code Chapter 551 (Texas Open Meetings Act).

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35 (E)

36 37 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**

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43 The rules contained in the current edition of Robert's Rules of Order shall govern the
44 ~~board~~commission in all cases to which they are applicable, except when inconsistent with these bylaws
45 or with special rules of procedure which the ~~board~~commission or city council may adopt.
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ARTICLE 10. AMENDMENT OF BYLAWS.

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

The bylaws were approved by the Austin City Council at their meeting held on March 24, 2016.

Staff Liaison

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